

Interpersonal Skills

Appreciates the Perspective of Others					
No Evidence	Identifies feelings of others	Recognizes individual and group similarities and differences	Works effectively with others of different abilities, cultures, ages and genders	Respects other points of view and contributions	Respectfully analyzes and evaluates perspectives and contributions

Respects Property and Privacy					
No Evidence	Identifies personal space and property	Recognizes information, activities and belongings of others	Respects the work spaces and products of others	Professionally handles confidential information	Practices honesty and fairness regarding ownership and confidentiality

Accepts Guidance and Directives from Others					
No Evidence	Comprehends directions	Responds to new directives and guidance	Corrects behaviors when asked	Seeks suggestions and solutions from others	Uses feedback to guide continuous improvement of performance

Communicates Information						
No Evidence	Attends to sources of information and identifies the intended audience for communication	Determines the purpose for communicating	Uses organizational structure to strengthen communication	Analyzes the accuracy, bias and usefulness of the information	Monitors and adjusts strategies for effective communication	

Uses Effective Communication Skills to Interact with Others					
No Evidence	Acknowledges what others have to say	Initiates interactions and engages in discussions	Alters style or manner of communication to be appropriate for given situations	Evaluates the effectiveness of communication and corrects misunderstandings	Develops positive relationships and maintains effective communication with others

Contributes as a Member of the Group					
No Evidence	Helps when asked	Contributes according to agreed upon norms	Voluntarily helps and encourages others for a common purpose	Adjusts contributions based on understanding the needs of team	Takes personal responsibility for influencing and accomplishing group goals

Manages Conflict					
No Evidence	Manages stress appropriately during a conflict	Acknowledges conflict and advocates position appropriately	Participates respectfully in group compromise	Works to resolve divergent interests for the benefit of the group as a whole	Objectively leads groups through problem solving processes